

## FORMS ORDERING INSTRUCTIONS

1. Check the appropriate supplier and send the Forms Request to the supplier you checked. Keep a copy for your records.

**If you check Fulfillment Center:** Most stocked forms are distinguishable by the (X) immediately following the form number. The preferred method for ordering stocked forms is on-line at the General Store located at **[www.prt.wa.gov](http://www.prt.wa.gov)**.

**If you check Forms and Records Management (FRMS):** Samples are strongly recommended to assist in an accurate order. Indicate "no sample available" in the special instructions section if you do not have a sample. For assistance in ordering forms, call (360) 664-6120.

**Many forms are available for electronic download from the FRMS Intranet and/or Internet.** Please check these locations before ordering. If available there, download the forms as you need them. Do not print more than you need. This will help eliminate waste and ensure you have the most current version of the form you need. Changes are published daily to the DSHS web sites.

**DSHS forms Intranet site:** <http://asd.dshs.wa.gov/FRMS/FRMS-download.htm>

**DSHS forms Internet site:** <http://www.wa.gov/dshs/dshsforms/forms/eforms.html> for your forms

2. Enter the office and mailing address of the person placing the request. You must include your mail stop or a mailing address in this area as this form is returned as an acknowledgment of your order by FRMS.
3. Enter the complete name of the shipping destination.
4. DSHS locations need only provide office name and mail stop (i.e., Aberdeen CSO, B14-1).
5. Enter the name of the person receiving the order.
6. Enter the telephone number of the person receiving the order.
7. Your "ship to" address must contain a complete street address of the shipping destination. Post office box numbers are unacceptable as shipping destinations.
8. Enter the fax number of the person receiving the order.
9. Reference only. Pre-printed on form; no information required.
10. Enter the number of the form being ordered. If you do not know the form number, you must give a complete form title. Most non-English forms include an abbreviation of the language as part of the item number (i.e., 02-213 CA).
11. Order all items in EACH amounts. Order the exact number of forms you need. DO NOT ORDER BY PACKAGE (i.e., order 100 forms instead of one pad if a form is padded in 100's).
12. Enter the complete title as it appears on the form. Be as detailed as possible. For many forms, a complete description or title is the only way to guarantee yourself the correct materials.
13. Enter any comments you may have concerning the order.

**DATE RECEIVED:** FRMS date stamps the 17-011 on the date received.

**ACCOUNT CODE:** Account code is required for first time ordered forms and is provided by the unit responsible for the form.

14. Name of the person requesting the supplies.
15. Title of the person requesting the supplies.
16. Telephone number of the person requesting supplies. This is used as a contact number if there are any problems with the order.
17. Date the requester **mailed** the request.